

North Regional Time Sensitive Emergency Committee (NRTSEC)

Meeting Minutes

April 17, 2015

Opening

The regular meeting of the North Regional Time Sensitive Emergency Committee (NRTSEC) was called to order at 1000 on April 17, 2015 at Kootenai Health by Chris Way.

Present

Chris Way, Mike May, Julie Hoerner, Stu Willis, Matt Dudley, Ken Baker, Sue Donaghue, Eric Chun, Ben Suttlemyre, Bill Holstein, Nick Mechikoff, Caryl Johnston, Wanda Wilkerson, Bill Keeley, Chris Land, Ken Gramyk, Mike Taylor, Deanna Wise, Tom Nickol, Dominic Pomponio, Shellie Mattson, Kimberly Edwards, and Christian Surjan (via phone).

Approval of Agenda

Motion to approve agenda by Bill Holstein, seconded by Ben Suttlemyre. Approved unanimously.

Approval of Minutes:

Motion to approve minutes from 3/20/15 as written by Tom Nickol, seconded by Eric Chun. Approved unanimously.

Open Issues

1. TSE State-wide Meeting Update - Chris Way

-Chris reported that Rob Adelson from the Attorney General's office attended the meeting and provided some guidance related to the bylaws. As a result, there are some minor changes to the NRTSEC bylaws that will be addressed in an agenda item later in today's meeting.

-The State Council had continued discussion re: stroke criteria – The Level II and Level III criteria have been finalized. The Level I criteria still in discussion. This will continue to be worked on at the state level. The TSE Council will accept comments on the Level I Stroke Center criteria until May 8, 2015. The criteria is available online <http://tse.idaho.gov/> and comments should be submitted to to tse@dhw.idaho.gov

-The goal to begin verifying centers in all 3 designations by summer 2015, specifically STEMI and Trauma.

-There was discussion about how state communication centers fit into TSE, specifically air medicine. Air medicine was not present at the state council meeting, so this will continue to be discussed at future state meeting.

2. TSE Program Update – Christian Surjan (via phone)

-TSE armbands - Christian announced that the state is considering using a banding system (Idaho specific) to identify/track TSE patients. Currently, there is a disconnect in tracking patients from dispatch to discharge and the bands may provide a way to ensure continuity of data through the entire system. They discussed barriers to placing and keeping bands on a patient as they are transferred from place to place. OR and WA have had success in using them to track pts within state and across state lines and use them to gather data.

-The TSE program is refining trauma data point criteria to collect for registry to avoid duplication of data entry for hospital registrars.

-STEMI guidelines will be added to the standards manual on the website.

-Awaiting finalization of Level I stroke criteria

Old Business

1. Review Bylaws –

After NRTSEC voted on bylaws at the last meeting, the state reviewed and made some suggestions. Additional info from the Attorney General's office was included in their suggestions. The changes and suggestions were reviewed at a Bylaws Committee meeting just prior to today's meeting and presented to the NRTSEC committee.

A suggestion was made to post NRTSEC membership on the State website.

Discussion surrounding what comprises a voting member of NRTSEC. A recommendation was made to send a letter to each agency/facility to identify designated voting members.

2. Approve Bylaws – Stu Willis moved to approve bylaws as amended, Ken Gramyk seconded. The changes to the bylaws were approved unanimously

3. Review Committee/Assignments - Following approval of the bylaws, the group reviewed the current subcommittee membership and additional members were appointed by Chair Way: *QA/QI*: Kevin Kavanaugh; *Protocol/Policy*: Kevin Kavanaugh, Chris Land, Bill Ganz (pending acceptance), William Britt (pending acceptance); *Education*: Wanda Wilkerson, Caryl Johnston

New Business

1. Establish Executive Committee – per the bylaws, and Executive Committee was appointed by Chair Way with committee input: Officers (Chris Way, Mike May, Julie Hoerner), Casey Meza, Mike Taylor, William Ganz (pending acceptance), Stu Willis, Bill Holstein
2. Report from QA/QI Committee – Chair Bill Keeley. The subcommittee submitted several questions to Chris and Casey to take to the larger state group. Keeley will be meeting with Region 2 to ensure that QI processes look similar. Chris states the questions posed by this subcommittee are on the State meeting agenda for next month (are we all collecting the same data points statewide). Discussed how to collect data, and proposed to have all regional QI chairs meet for discussion. Discussed how to handle the confidentiality piece of QI and Chris stated it will be addressed on state level.
3. TSE Community Needs Assessment – Dominic explained how the community needs assessment is occurring in Region 2. They developed a questionnaire to send to each agency to determine their capabilities (agencies), with a survey to hospital to follow after that tool is developed. Chris and Casey are in process with the plan from the last meeting to reach out to areas in our region. Christian states that other Regions are also working on community needs assessments, but there is nothing standardized region to region. Christian will reach out to other regions for examples. Decision was made for Chair to coordinate with our subcommittee chairs to determine what we need to put on our community needs assessments.
4. Other Business

Discussion around opening up a conference line for the next general meeting. Consensus was to continue the meeting live for the near future, but to have a conference bridge available beginning with the next meeting if last minute attendance is not possible.

Action Items for Next Meeting

- Chris and Casey to coauthor a letter to reach out to areas in our region who are not yet participating in NRTSEC (carried over from last meeting)

- Chris to meet with subcommittee chairs to gather input for content for a region-wide community needs assessment
- Julie will send out the updated subcommittee list to the subcommittee chairs.
- Chris will craft a letter to send to facilities and agencies requesting them to formally identify voting members of the NRTSEC
- Christian to reach out to other regions for samples of their community needs assessments and send them to the Protocol/Policy Committee

Adjournment

Motion to adjourn by Ben Suttlemyre, seconded by Bill Holstein. Meeting was adjourned at 1107 by Chris Way. The next general meeting will be at **May 15th at 10:00 in Kootenai Health Boardroom (Kootenai Services Building).**

Minutes respectfully submitted by:

Julie Hoerner, NRTSEC Secretary